

CONFIDENTIAL

*Shelf Filing Equip.*

*2 July '62*

DD/S  
ATTN : SPA-DD/S

CIA Records Administration Officer

**Secure Areas in Quarters Eye Building**

1. In compliance with memorandum dated 7 June 1962 from Deputy Director (Support), Subject: Request for Secure Areas in Headquarters Buildings, this office has reviewed the attached request for establishing secure areas in 1601-1607; 1602-1614 and 1801-1809 Quarters Eye.

2. A physical review of these areas was made and in all instances where the move will affect present records management practices the proposed changes should improve efficiency and record keeping operations.

3. Two of these offices are presently in secured areas and are using either steel shelving or five (5) drawer file cabinets. The third area is not presently secured and the move will result in the substitution of three (3) file cabinets for three (3) combination locked safes.

4. I recommend that this request for securing these three areas in Quarters Eye be approved.



**Distribution:**

- Orig - addressee
- 1 - Office of Security
- 1 - Office of Logistics
- 1 - RMS File Copy
- 1 - SPA-DD/S

RAO/DDS/RS&DE  smb (2 July 1962)

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<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
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3	SPA-DD/S		HE 02 Hg
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6			
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<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
<b>Remarks:</b>  <p>The attached is in conformity with memo from DD/S to: Acting Director of Logistics, Director of Security, Chief, Records Management, Subject: Requests for Secure Areas in the Headquarters Building, dated 7 June 1962.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Records Admin Officer			2 July 62
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FORM NO. 237  
1 APR 55

Replaces Form 30-4  
which may be used.

U. S. GOVERNMENT PRINTING OFFICE : 1955—O—342531